

CALIFORNIA HORSE RACING BOARD

JOB OPPORTUNITY FOR OFFICE TECHNICIAN (TYPING)

TENURE/TIMEBASE: Permanent/Full time

LOCATION: Sacramento

FILE BY: June 9, 2004

SALARY: \$2,465 – \$2,998

In order to be considered for this position, the individual must submit a Standard State Application (Std. Form 678) to:

**California Horse Racing Board
Attn: Personnel Office
1010 Hurley Way, Suite 300
Sacramento, CA 95825
(916) 263-6000**

Those on an SROA/Surplus list must submit a copy of their SROA/Surplus letter.

POSITION DESCRIPTION:

The California Horse Racing Board (CHRB) is seeking a motivated individual to work in its Split Sample Program. Split samples may be used as evidence in administrative or criminal proceedings, therefore a strict chain of custody must be maintained. Under the general supervision of the Chief Investigator and technical guidance of a Senior Special Investigator, the incumbent will be responsible for receiving, logging, maintaining and disseminating the equine drug testing samples (urine/blood specimens); driving the CHRB electric cart to transport the storage boxes to the walk-in storage freezer located on Cal Expo property; clean all ice chests thoroughly and ship them to the appropriate race track(s); and assist with various tasks related to the Split Sample Program.

DESIRABLE CHARACTERISTICS:

- < Ability to maintain confidentiality;
- < Ability to work independently and follow verbal and written directions;
- < Ability to interact courteously with staff and the public;
- < Ability to apply Word/Excel skills;
- < Ability to keep detailed records;
- < Good interpersonal skills, reliable, dependable;
- < Good attendance, punctual, good organizational skills;
- < Willing to work under pressure and time constraints;
- < Willing to work Monday through Friday, 8:00 a.m. – 5:00 p.m.

SPECIAL REQUIREMENT:

Ability to lift/move ice chests (containing samples) weighing up to 40 pounds.

ADDITIONAL INFORMATION:

You are eligible to apply if you are currently in the Office Technician (Typing) classification; have reinstatement eligibility; are in a classification comparable and transferable; on a current Office Technician (Typing) eligible list and reachable; on the State Restriction of Appointment (SROA) list for the same or a comparable classification; or a surplus employee in the same or comparable classification.

It is the policy of the CHRB that no person may be hired as an employee if that person has been convicted of a felony or any gambling-related offense. The employee selected must complete a Personal History Statement certifying that they have no such conviction plus be fingerprinted for checking criminal records.

Questions regarding the duties of the position may be directed to Frank Moore at (916) 263-6026.

SEE NEXT PAGE FOR DUTY STATEMENT

CALIFORNIA STATE GOVERNMENT * AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.

The California Horse Racing Board utilizes the California Relay Service. The numbers available for use are

1-800-735-2929 (TT/TDD) and 1-800-735-2922 (VOICE).

Final File Date: June 9, 2004

Release Date: May 19, 2004

CALIFORNIA HORSE RACING BOARD

OFFICE TECHNICIAN (T)
Split Sample Unit

DUTY STATEMENT

The Split-Sample Program is primarily responsible for receiving, maintaining, and acting as the “custodian” of that portion of the equine blood and urine samples designated as the “split-sample”. Split-samples may be used as evidence in administrative or criminal proceedings, therefore a strict chain-of-custody must be maintained.

Under the supervision of the Chief Investigator, and the day-to-day guidance of a Senior Special Investigator, the Office Technician performs the full range of duties as described below. Being a full journey level position, the incumbent may be assigned more complex assignments as necessary.

% of Time

Duties

70%

Prepare and update laboratory results indicating positive and negative results incoming both from primary and secondary laboratories. Maintain, receive and disseminate all human drug test results. Receive from the field, the request for a “split” urine/blood sample for confirmation testing to be performed by a recognized ARCI laboratory. Coordinate with CHRB accounting unit to insure all payments required have been received for the horsemen’s split sample analysis request. Also insures that fees have been paid to the contributing laboratory for services to be rendered. Prepares reports of all positives for the fiscal year. Notifies all affected parties on receipt of positive results verbally and in writing. Apprises the Board’s Executive Director of important medication issues. Helps insure chain of custody retention and destruction of logs for all horsemen’s samples. Verifies equine and human testing laboratory invoices for accuracy. Administers the CHRB blind sample program and coordinates the efforts with the equine medical director. Reviews, tabulates and analyzes all medication violations from the primary and secondary laboratories.

30%

Receives incoming supplies and or evidence from field offices. Inspects, inventories and stores promptly all incoming urine splits. Orders and ships medication supplies to various tracks throughout State. Maintains records of supplies used by each track so an ongoing inventory is maintained. Ensures all split sample specimens are properly disposed of and entered into the computer. Responds to all incoming calls requesting information regarding the equine medication project. Review and prepares correspondence.

Special Requirements: Must be able to lift/move ice chests (containing samples) weighing up to 40 pounds.